

## Request for Notices

This process provides step-by-step instructions on how to file a Request for Notices.

- STEP 1** Click the Bankruptcy hypertext link on the CM-ECF Main Menu.
- STEP 2** The **BANKRUPTCY EVENT** screen displays.
- ◆ Click the Ntc. of Appearance hypertext link.
- STEP 3** The **CASE NUMBER** screen displays.
- ◆ Enter the case number in yy-nnnnn format including the dash.
  - ◆ Click **[Next]** to continue.
- STEP 4** The **EVENT TYPE** screen displays.
- ◆ Select the **Request for Notices** event.
  - ◆ Click to highlight, then click on the Next button to continue.
- STEP 5** The attorney **JOINT FILING** screen will then be displayed
- ◆ This screen is used only if another attorney is joining in a filing. If you are the only attorney filing this application, skip this screen.
  - ◆ If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.
  - ◆ Click Next.
- STEP 6** The **PARTY SELECTION** screen appears.
- ◆ Select the filer from the **Select the Party** box.
  - ◆ If the party name is not displayed in the **Party Selection** box, they need to be added to this case by clicking on Add/Create New Party hyperlink.
- NOTE:** If adding/creating a new party, select the correct **Role Type**.
- ◆ Click Next to continue.
- STEP 7** The **ATTORNEY/PARTY ASSOCIATION** screen presents a check box

to create the link between the creditor and their attorney.

**STEP 8**

The **PDF DOCUMENT** screen displays.

- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
- ◆ Highlight the file. Then right click with your mouse and select **open** to verify the contents of the document. If correct, double-click the PDF file to select it or click on the **Open** button to attach the PDF file to the case.

**NOTE:** Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.

- ◆ Click **Next**.

**STEP 9**

The **FINAL TEXT** screen displays.

**NOTE:** This is your last opportunity to make any changes before the document is officially opened.

- ◆ Proof this screen carefully! This is what will print on the docket sheet.
- ◆ If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the screen to be modified.
- ◆ To abort or restart the transaction, click on the **Bankruptcy Events** hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ If the docket text is correct, click on the **[Next]** button to file the proceeding.

**STEP 10**

The **NOTICE OF ELECTRONIC FILING** is produced and displayed.

- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ Description of **Notice of Electronic Filing**.
  - ! Hyperlink to docket sheet
  - ! Date and time stamp information
  - ! Case Title

- ! Case number hyperlink to docket sheet (if one exists)
- ! Docket text
- ! Annotated text in italics
- ! Text produced from docket event
- ! Attachment type, description and attachment number which is a hyperlink (if one exists) to the PDF file of the attached document.

**! Notice will be electronically mailed to:**

- S Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

**! Notice will not be electronically mailed to:**

- S Names of other parties on the case who have not furnished their e-mail addresses to the court.